

Albert Career School

F1 Enrollment Agreement

Student Name: _____

This is a legal agreement between the student stated above and Albert Career School.

1. Terms

The general terms of this agreement to include; tuition, semester, schedule, start & end dates, fees, books, tuition payment plan, are included in The Enrollment & Registration Agreement (which will be completed each semester). This Agreement will remain in effect for as long as the student is enrolled in classes at Albert Career School.

2. Tuition Payments

Full Tuition is due at registration. Student may pay by check or credit card on the school portal. Students who have not paid their tuition or made payment arrangements by the first day of class may have their registration canceled.

ESL semester tuition may be adjusted at the beginning of each semester. Students will pay the adjusted tuition each semester.

3. Payment Plan (3 payments; due date posted each semester)

Prior to registering each semester, students requesting a payment plan must do so in writing.

- A student's request for a payment plan may be denied due to historical payments.
- No interest is charged if payments are made as agreed. Interest may be charged on account balances if the student does not pay their tuition timely.
- A fee will be charged to establish the payment plan. This is due at registration.
- ACS reserves the right to cancel any payment plan, which remains in arrears for more than thirty (30) days. In the event that a payment plan is cancelled, the total balance of the tuition shall become due and payable at that time. The tuition balance may be referred to a collection agency. Student will be responsible for the collection agency fee plus attorney fees.
- Grace Period: 5 calendar days.
- Late fee will be charged on the 6th day

This fee will be charged each month that the students account is not up to date. The monthly charges will continue during semester breaks if the account continues to be in arrearages.

4. Charges other than Tuition

The listed fees are Albert fees, USCIS fees are not included

F1 Admission/I-20 Fee for student	\$300 each
Dependent	\$100 each
Non F1 Admission Fee	\$100
Late Registration Fee	\$50
Payment Plan Fee	\$100
Tuition Late Fee	\$40 month
Returned Check Fee	\$40 per check
Early withdrawal fee	\$400
Leave of Absence Admin fee	\$50 month
Reinstatement	\$400
Lost/Duplicate I-20	\$10
Transcript	\$20
Duplicate ID Card	\$20
Add F2 Dependent	\$200
Pre Registration Required (travel)	First month of semester's tuition
Trips	TBD
SAP Admin Fee	Admin costs
Books	\$100 - \$150

5. Ineligible for Services

Any student who is delinquent in payments due to the School are prohibited from the following: continued enrollment, receiving grade reports, school letters, access to Student Portal, transcript issuance, I20 extensions, enrollment verification letters, etc.

6. Student Drops out of School without Notification

Albert Career School makes the determination that a student has automatically dropped out of class if the student misses 14 consecutive calendar days without notice of withdrawal to ACS.

7. Cancel Classes

In the event of labor disputes or acts of God, Albert Career School reserves the right to suspend classes until resolved.

8. Student Services

The following services will be provided to students at no charge: orientation, ID card, F1 VISA immigration issues, initial placement testing, help in finding housing (initial US entry), cultural activities, social activities, personal counseling and referral to outside agency for assistance, academic & attendance counseling, wireless access at school, application to University or College. All other services may have a fee, however students will be told in advance of the activity.

9. Registration Requirements

- New students not attending classes or transferring to another school prior to the start of classes will be required to pay an early withdrawal fee and they are not eligible for a refund.
- Continuing students must withdraw before the start of the registration period to avoid Early Withdrawal fees.

10. Refund Policy

Refund Requests must be in Writing from the Student

General

- Refund requests must be in writing and received within 30 days of the student's refund eligibility.
- All refund will be issued within 30 days of the date of determination
- The date of determination is the date the student gives written notice of withdrawal to the school or the date ACS terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy
- Check will be issued to the original payer & by original method.
- Refund Computation - applies to the current term.
- Refund is payable based on the money received by school after fees are deducted.
- All money not paid, discounts, or promotions will be void and not applied to withdrawal. The refund calculation will be based on the full tuition charge.
- School has the right to retain any unclaimed balances beyond 60 days from the last date of student attendance or date of incident that triggered withdrawal request.
- There will be no refund or make up classes due to holidays, orientation, acts of god, or any other situation beyond the schools control.
- Change of Status, SEVIS, admission fees, charges to complete papers and payments are non refundable unless otherwise stated.
- No refund will be issued to students who are terminated due to violation of the schools written disciplinary and/or attendance policies or local, state, or federal law.

This is a Legal Document; all pages are binding. Please read all pages and initial each page at the bottom

Student Initials

Disclosure Statement: It is important that applicants keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts, or cancelled checks to document the total amount of tuition paid, and records which show the percentage of the program which has been completed.

Albert Career School

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Prior to the start of classes

SEVIS, Change of Status, Admin fees are not refundable

- If course is cancelled before the first day of class and no other course substitution are available, all tuition will be refunded.
- If the school denies admission to the student based on accurate information provided on the application, a full refund will be issued. If the student provided inaccurate information on the application, the CEO will determine the refund amount.
- If a student is denied a student VISA a full refund of prepaid tuition will be issued. Proof of denial must be received prior to a refund being issued. If the student provided inaccurate information the student is not eligible for a refund.
- Continuing students not withdrawing before the start of registration will be charged early withdrawal fee.

After the beginning of classes

- Students that withdraw during the first 4 weeks, ACS will retain the first monthly payment, early withdrawal fee and appropriate fees.
- For students who withdraw after the first four weeks but before or at the mid-point of the semester, ACS will retain a prorated amount of tuition, early withdrawal fees, and appropriate fees.
- For students who withdraw after the midpoint, ACS will retain all of the tuition charges for that semester.
- ACS will retain all payments plus early withdrawal fees for 1) An applicant applies for Change of Status through ACS and the student subsequently transfers prior to the start of classes or never reports to class. 2) If an applicant is accepted by ACS and enters the Uson an I-20 issued by ACS and subsequently transfer prior to the start of classes or never attends.

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, ACS will consider a partial week the same as if a whole week were completed.

11. ESL Level Placement

New students are administered the CASAS appraisal test to determine their class level. The following chart indicates the level alignment of the CASAS Scores to the ACS skill levels.

ACS ESL LEVELS	LISTENING SCORES	READING SCORES
Beginning I	180 & below	180 & below
Beginning II	181 - 190	181 - 200
Intermediate I	191 - 200	210 - 210
Intermediate II	201 - 210	211 - 220
Advanced I	211 - 220	221 - 235
Advanced II	221 - 235	236 - 245

The lower of the 2 scores will determine the student's level.

Students can appeal their level placement within 3 days of notification of placement by speaking with the Director and presenting additional evidence to support the request. Student will be informed of the decision by the Director. The decision is final, no further appeals are permitted.

12. Level Advancement

Advance to Next level

Final GPA of 2.0 or higher, Mastering of learning objectives

Remain in Current Level:

Final GPA lower than a 2.0, has not Mastered all learning objectives

Students are permitted to appeal their level advancement

The Maximum # of repeats in a level is 3x. The Maximum time permitted in the program is based on the level the student entered the program. If the student entered the program in Level 6 – maximum timeframe is 3 semesters or 1.5 years, Level 5 – maximum timeframe permitted in program is 6 semesters or 3 years, Level 4 – maximum permitted in program is 9 semesters or 4 years... Level 3 – maximum permitted in program is 12 semesters or 5 years. All students must continue to make steady academic progress

13. Appeals & Grievances

In order to provide fairness in the administration of Student Academic and Administrative Policies, an Appeal and Grievance Policy has been implemented at Albert Career School.

Complete direction can be found in Student Handbook.

- a) Academic – course failure
File within 5 days of notification, response in 10 days
- b) Enforcing Administrative Policies misinterpretation
File within 5 days of notification, response in 10 days
- c) Specific Grade
If issue cannot be resolved with instructor, file appeal within 1 week of discussion with instruction, response in 10 days
- d) Satisfactory Academic Performance
File within 5 days of notification, response in 10 days
Complete policy can be found in your Student Handbook

14. Complaints

Complaints must be in writing & indicated “FORMAL COMPLAINT”

Debbie Amerman

Albert Career School, 1400 Willow Ave, Elkins Park, PA 19027

Or damerman@albertschool.org

15. I, the student, do hereby release, hold harmless, and indemnify Albert Career School, its agents and representatives, from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may suffer, from any cause, while a student at Albert Career School.

16. I have read and understand this document or have had this document verbally explained to me in my native language. I have received and read the student handbook and I agree to adhere to the policies explained. I understand this contract is legal and binding once it has been completed and signed by both parties. I attest I am at least 18 years of age. I understand my obligations under the student VISA program. I understand I will pay the tuition and fees as stated in this agreement for each session unless there is a change in tuition.

Print Name: _____ **Date:** _____

Student Signature: _____

17. As an authorized representative of Albert Career School, I verify that the statements above are true and correct. I have interviewed the applicant and reviewed his/her enrollment agreement. After interviews, I certify that the applicant meets the admission requirements. I have given the applicant the current student handbook and a complete and fully executed copy of this agreement.

Print Name: _____ **Date:** _____

Signature: _____

18. This agreement shall not be binding until it is accepted by Albert Career School.

19. I have reviewed the Admissions Application of the applicant named above and based on his/her responses and the admission requirements, I approve this application for admissions.

Print Name: _____ **Date:** _____

Signature: _____

20. Miscellaneous

- Email - Student must check their Email daily in order to keep current with school
- Attendance - Absences of 14 days will result in automatic termination. No advance warning or notification of termination will be provided.

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Student Initials